

Municipal Clerk



Job Code: 1104
Grade: 127
Reports to: City Attorney
Salary Range: \$46,601 - \$71,426
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs highly responsible administrative support to, and secretarial work for elected City Officials, the City Manager, and/or Assistant City Manager; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs complex and specialized administrative support requiring initiative, independent judgment, and extensive working knowledge of the organization and its programs. A portion of the work entails dealing with confidential and sensitive issues requiring a high degree of discretion and tact. Work involves continual inter-departmental relations and extensive public contact. Work is performed under regular supervision. Supervision may be exercised over subordinate clerical personnel.

ESSENTIAL FUNCTIONS

Providing administrative and clerical support to elected City Officials, the City Manager, and/or Assistant City Manager; typing correspondence; answering telephone; assisting the public; maintaining records and files; preparing reports.

EXAMPLES OF WORK

- Prepares and confirms Mayor and City Council meeting agendas, minutes, notices, announcements, legal advertisements and transcripts; coordinates the assembly of, and distribution of information and requested materials.
- Attends City meetings of the Mayor and Council; administers administrative support functions of the meeting; completes all appropriate follow up activities and procedures.
- Supervises the maintenance and storage of official City records and files; ensures documentation is recorded and filed with State Legislative agencies appropriately; oversees archiving and destruction of official records and documents.
- Prepares routine and confidential correspondence independently from rough draft, dictation, marginal notes, or verbal instruction.
- Reviews and proof reads letters, memoranda, reports, and other official City documents for accuracy, completeness, and conformance to established standards and policies prior to presentation to the City Manager or designee for signature.
- Serves as liaison between City Manager and Senior Leadership Team, elected officials, City staff members, community representatives, and the general public.
- Leads entry and journey level staff to ensure appropriate policies and procedures are followed for executive correspondence; routes documents appropriately.
- Collects and prepares data for records and reports, processes invoices for payment.
- Receives routine and escalated inquiries and concerns, ascertains the nature of the request, resolves personally and/or directs to the appropriate individual or department.
- Schedules and reconciles expenditures of travel arrangements for elected officials and senior staff, e.g., registration, hotel accommodations, airline travel.
- Oversees City Municipal Code; ensures timely update and proper ordinance coding.
- Assists with City Election and organization with the County Board of Elections, e.g., verifies residency, notarizes financial statements, assembles packets, monitors and records absentee ballots, provides information to the general public.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of standard office practices, procedures, equipment, and office assistance techniques; thorough knowledge of business English, spelling, and arithmetic; ability to type and keyboard information accurately and at a reasonable rate of speed; ability to operate personal computer and systems; ability to make arithmetical calculations; ability to establish and maintain effective working relationships with associates and the general public; ability to follow oral and written instructions; skill in the operation of standard office, word processing, and data entry equipment.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with an Associate's Degree with coursework emphasis in Public Administration, Business Administration, Office Systems Technology, or a related field. Additional college level education preferred and may substitute for a portion of the required experience. Three (3) to four (4) years of progressively knowledgeable and responsible experience in administrative support functions; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, grasping, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and for conveying details or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.